



## **EXECUTIVE SUMMARY**

### **Field OF Expertise**

Established in 1989, Tierra Right of Way Services is a local Arizona-based firm employing 60+ employees. We offer numerous environmental and archaeological related services. Tierra has a proven 16-year history and has developed excellent relationships with the public agencies in Arizona, New Mexico, Washington, Nevada, and California. These relationships are based on mutual trust and a clear understanding of the issues and needs that public agencies face. Tierra is certified as a Minority Owned Business Enterprise (MBE) and we are also a Woman Owned Business Enterprise. In 2004 Tierra was rated one of Arizona's Top Businesses by Today's Arizona Woman publication. In 2002 Tierra was rated one of the Top 40 Woman Owned Businesses and one of the Top Minority Businesses by Inside Tucson Business newspaper. In 2002 and 2005, the Phoenix Chapter of IRWA chose Tierra as Employer of the Year.

The Environmental Division of Tierra Right of Way Services has been active in environmental permitting since 2000. We currently hold United States Fish and Wildlife permits for 6 threatened or endangered species. We also have vast experience surveying for "special status" species in Arizona and New Mexico. We currently hold an on-call contract with Pima County Department of Transportation to provide environmental surveying and permitting for road projects throughout Pima County.

The Archaeology Division of Tierra Right of Way Services has all of the necessary personnel and equipment to perform all tasks related to cultural resource management projects. Tierra has been conducting cultural resource management projects since 1993. We hold current Annual Archaeological Survey Permits for the states of Arizona, New Mexico, and Nevada and Repository/Curation Agreements with Arizona and New Mexico. We currently hold an on-call contract with the Pima County Archaeological and Historic Preservation Office to provide all levels of cultural resource management services. We also have an emergency on-call contract with Pima County to investigate the unexpected discovery of cultural resources or human burial remains on County projects or County permitted projects.

The Archaeological and Environmental Department at Tierra puts a concerted effort into maintaining consistency within our staff. We hire only the best field analysts, lab personnel, biologists, archaeologists, and botanists and work hard at keeping them employed at Tierra. The Tierra Team comprises 16 full-time, permanent employees. We employ full-time, in-house experts including our own Principal Investigator and s trained in a variety of specialties, such as flaked- stone analysis or illustration, to keep them employers of experience in southwestern archaeology, the majority of which is focused on southern Arizona and the Tucson between Laboratory Director, as well as many skilled analysts. Tierra's Field Directors have a combined 60 years Basin. Over the past three years, the Project Managers and the Principal Investigator have been promoted from within the company. To this end we have instituted a mentoring program built a solid department of committed archaeologists. Tierra's personnel philosophy is to hire and retain quality in which promising field crew members are instructed by the Field Directors and Project Managers in those skills they will need to move to the next level in their career.

Our facilities, located at 1575 East River Road, Suite 201, in Tucson, include 10,000 square feet of office and laboratory space. Each employee has access to all necessary equipment, such as computers, telephones, fax machines, the Internet, email, etc. Separate storage facilities are maintained for field equipment and archival storage. We have all necessary field equipment (field vehicles, screens, shovels, trowels, GPS units, cellular

telephones, cameras [35 mm and digital], state of the art surveying equipment, etc.) to successfully complete any survey, testing, or data recovery projects. Tierra has a fully equipped laboratory with a separate wet lab, for artifact processing, and a dry lab for artifact analysis. Tierra also maintains an ACCESS®-based database into which all data collected in the field are entered. In addition to the full-time Laboratory Director, Tierra's archaeology labs are staffed by full- and part-time lab technicians and field crews are rotated into the lab to supplement the laboratory crew when needed on large projects.

Tierra also maintains an in-house CAD/GIS Department with four full-time staff members. We have all of the necessary equipment to perform any survey and mapping tasks. Tierra's mapping experts use the latest technology and the latest version of the industry's standard cartography and GIS programs. We offer a wide array of services, including mapping for archaeological and feasibility studies and arranging the data from these projects in graphic, as well as oral and written formats. We provide spatial and image analysis, 3-D terrain modeling and inventory services. Tierra's mapping and graphics staff is experienced in preparing permitting drawings, legal descriptions, construction drawings, landscape drawings, engineering drawings, site plans, route maps for state and federal agencies, and preparing graphics for public hearings and meetings.

Tierra prides itself in the quality of its technical reports. The Tierra Project Managers and Principal Investigator are well-versed in all applicable county and state cultural resources regulations. Both of our Project Managers have attended workshops on the Section 106 process of the National Historic Preservation Act. All of Tierra's Field Directors are known for the quality of their work and, on larger projects, quality control personnel are added to the crews. Tierra has also recently hired a full-time editor whose primary responsibility is to ensure that all of Tierra's technical reports meet the highest professional standards.

The Archaeological and Environmental Department at Tierra has the reputation of a quick turn-around time for projects from beginning to end. We pride ourselves on the high quality and efficiency of our work.

In addition to the Archaeology and Environmental experts, Tierra has a staff of in-house professionals with expertise in Right of Way Acquisition, Relocation Assistance, Survey & Mapping, Development Services and Property and Asset Management, thus we offer a more resourceful and productive organization in contrast to many companies that rely on multiple subcontractors or joint ventures to fulfill their service requirements. We work together with proven streamlined processes and procedures. We already know the ropes.

We are permitting experts. We have extensive experience with permitting issues affecting both the public and private sectors. We have the internal experience to provide permitting for State Land Leases and Right of Way Easements, State Land Native Plant Inventories, Department of Transportation Environmental Analyses, Bureau of Land Management facilitation and permitting, NEPA Compliance, United States Army Corps of Engineers Jurisdictional Delineations, Preconstruction Notification, and Individual Permits, United States Fish & Wildlife Section 7 and 10 consultations, United States Forest Special Use Permits, Threatened and Endangered Species Assessments and Presence/absence surveys, Habitat Assessments, Native Plant Preservation and Landscape Plans, Noxious Weed Studies, Environmental Assessments and Impact Statements, , Conditional Use Permits, Development Plans, and much more.

Tierra is able to effectively communicate and interact successfully because we have direct knowledge and understanding of the local issues and the contacts needed to obtain information and permit approvals in a timely manner. We have a quality control process in place, which assures that all submittals are complete and accurate the first time they are submitted. This process has assured us that the approval process gets done right the first time and there is little or no revision of documentation and submittal materials required. Tierra has successfully completed many projects over the past 16 years; we know the challenges and pitfalls and how to avoid or overcome them before they cause trouble.

At Tierra we are a family of professionals; we know that many agencies have traditionally received complacent service from our competitors and we firmly believe that we have offered, and will continue to provide something better and more valuable in terms of price, quality of service and overall benefits.

### **Specific Services Being Proposed**

#### **SIN #899-1: Environmental Planning Services & Documentation:**

- ◆ Class I, II, and III Archaeological Surveys: Conduct background research at appropriate facilities and complete archaeological field survey, if required. Includes final report with recommendations.
- ◆ Evaluation of Eligibility for Inclusion on the National Register of Historic Places
- ◆ Archaeological Testing: Prepare scope of work and treatment plan for submittal to local jurisdictions and or the State Historic Preservation Office (SHPO) with complete field investigations and final report.
- ◆ Archaeological Data Recovery: Prepare research designs; excavate and collect archaeological materials from a sample of the identified archaeological site; analyze data collected and produce a final report that describes the work completed and draws conclusions about the site from analyzed data; curate collected material with appropriate repository.
- ◆ Monitoring: Provide onsite monitoring for archaeological compliance (possible subsurface archaeological sites and/or human burials); biological compliance (special status species of concern); and native plants preservation compliance (ensure implementation of native plant preservation plan, includes monthly reports and final report).
- ◆ Historic Property Treatment Plans (HPTP): Prepare documents that outline treatment (e.g., preservation, excavation) to resolve adverse effects to cultural resources for parcels containing multiple historic resources.
- ◆ Tribal Consultation: Assist federal agencies in government to government consultations regarding cultural resources and facilitate the consultation process.
- ◆ Biological Evaluation and Assessment: Assess specific areas for threatened, endangered, and/or special status species and their habitats. Includes final report and recommendations.
- ◆ Threatened, Endangered and Special Status Species Studies: Surveys and complete final report and recommendations for listed threatened, endangered or special status species.
- ◆ Native Plant Preservation Plan: Prepare and submit Native Plant Preservation Plans that meet or exceed jurisdictional requirements including identification, GPS plotting, tagging, aerial photo, plat, recommendations and final report.
- ◆ Environmental Impact Statement (NEPA): Prepare EIS for projects that will significantly affect an aspect of the human environment.
- ◆ ESA Section 7 Consultation: Formal & Informal consultation regarding the presence of critical habitats or threatened and endangered species. Issue a technical assistance letter of ESA Section consultation or development of mitigation measures.

#### **SIN #899-2: Environmental Compliance Services:**

- ◆ Permitting: Permit submittals to local, state and federal agencies and associated environmental and archaeological reports and submittals as required.
- ◆ National Historic Preservation Act Section 106 compliance
- ◆ US Army Corps of Engineers and Section 404 Permits: Jurisdictional Delineation, Nationwide Preconstruction Notification, and Individual Permits.
- ◆ Environmental assessments, audits, surveys and studies
- ◆ Endangered Species Act Section 7 and Section 10 consultations: threatened & endangered species studies
- ◆ NEPA environmental assessments & permitting
- ◆ NPDES/Storm Water Prevention Plans
- ◆ Environmental Determinations for State Transportation Department Permits
- ◆ Environmental Impact Studies
- ◆ Air, water, waste and noise assessments, design, implementation and operation

### **SIN #7: Geographic Information Services:**

- ◆ Mapping
- ◆ GIS & GPS experts
- ◆ Spatial & image analysis
- ◆ Permit drawings
- ◆ Site Plans
- ◆ Route drawings

### **Plan Of Accomplishment**

**Organizational and Quality Controls:** We have experienced Project Managers and Field Directors that monitor the processes and procedures used in completing overall and individual archaeological and environmental task orders through daily monitoring of site activities and review of all findings, recommendations, analyses, and reports.

Tierra's Project Managers and Principal Investigator are experts in all levels of cultural resource work on large and small-scale projects. They have extensive experience and are able to oversee all aspects of archaeological work undertaken by the company. One of Tierra's Project Managers, Fred Huntington, has 20 years of experience in Archaeology and Business. His knowledge and management skills ensure a quick turn-around on projects and a quality product.

A key reason for Tierra's success is their existing network of relationships in the environmental and archaeological related agencies including the following:

- ◆ Arizona State Historic Preservation Office
- ◆ New Mexico Historic Preservation Division
- ◆ United States Army Corps of Engineers (Tucson, Phoenix and Albuquerque Offices)
- ◆ Rural Utility Services (US Department of Agriculture)
- ◆ Bureau of Land Management (Tucson, Phoenix, Safford, Kingman, Las Vegas and Las Cruces Field Offices)
- ◆ County and City Historic Preservation Officers (Arizona, Nevada and New Mexico)
- ◆ County and City Development Services Offices (Arizona, Nevada and New Mexico)
- ◆ Fish & Wildlife Service
- ◆ Arizona Game & Fish Department
- ◆ Forest Service (Coronado and Cibolla Forests)
- ◆ Arizona State Land Department
- ◆ Federal Communications Commission

Tierra's Field Directors, field technicians, analysts, and laboratory personnel have experience in all aspects of fieldwork, data and artifact analysis, and artifact processing. They have worked on archaeological projects in Arizona, Colorado, New Mexico, Oregon, California, Idaho, Wyoming, Texas, Missouri, Kentucky, and Michigan, as well as significant projects in France, Tunisia, and Sicily. Currently, four (4) members of our archaeology staff are cross-trained in field mapping (Total Stations & GPS equipment) and GIS/CAD (AutoCad/ArcView) and we provide a full range of mapping and CAD services.

In 2004, Tierra's archaeology and environmental staff conducted two large-scale data recovery projects, the Saguaro Springs Data Recovery in Tucson, AZ and the Epley's Ruin Data Recovery in Safford, AZ, simultaneously. At the same time, we were able to conduct small-scale surveys in Arizona and New Mexico and undertake full-time processing of collected artifacts and samples in the laboratory. Tierra employs over 25

archaeology and environmental professionals and has equipment necessary to undertake and support multiple projects in multiple states simultaneously.

**Schedule and Accounting Controls:** We understand web-based program management systems and our project managers and agents have experience entering data with automated systems. In addition, we have a web-based Tierra program called *TROW Project Manager (TROW)*. TROW is an on-line Project Management, Budgeting, and Accounting program custom designed and owned by Tierra, which allows us to track and manage tasks, activities, time, and costs associated with projects, company-wide. TROW gives us the tools to track progress and provide the most detailed reports at the overall project level as well as individual unit/task level. TROW is currently used daily by our Archaeology & Environmental Department, Right of Way Services Department, Development Services, CAD/GIS and Asset Management Divisions. TROW allows you, our client, real-time access to project status 24 hours a day, 7 days a week!